

Bigfork Fire District Trustee Meeting

Minutes July 15th, 2015

Opened at 18:34

Trustees present: Zack Anderson, Kristy Oster, Jeremy Patton and Lee Leivo
Present was: Chief Wayne Loeffler, Tracy Norred, Tracey Gembala and Brodie Verworn

General Public Comment: Asked to comment at the end of meeting

Fire Dept. Association report: Chief reported on 4th of July BBQ

1. **Review/Approval of the meeting minutes for June 17, 2015** (Oster 1st, Leivo 2nd) all in favor, no opposed.

Questions: Chief was asked to look at the cost of gloves. Chief explained that gloves did not come from KRMC but instead were bought at a sale price.

Chief was asked to find out the difference in the cost of the audit--\$4000 for GASB 2013-2014 & part of audit contract. Chief has been trying to get ahold of Denning & Downey Associates and has not been able to. Will get ahold of them and get answer.

Review/Approval of next month's Purchase Orders (PO): Chief explained the PO's (**attached**). (Oster 1st, Leivo 2nd) all in favor, no opposed.

Review reconciliation of financial statements and bills paid: Chief explained Slade's bill and discussed work performed. Oster not happy with Slade's bill and previous work performed by him. Thinks no major work should be done by Slade. Board would like to use Northlake Diesel if possible.

- **Balance sheet: (attached)**--not finalized, Will be getting with Bob Denning to finalize year end.
- **Profit & Loss: (attached)**--Waiting for county money, billing income up from what was budgeted. Discussion on extra labor expense. EMS levy waiting for money.
- **Expense by vendor: (attached)** No questions

Chief Report: See attached report(s)

Old business items:

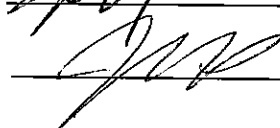
1. Facility Lighting Audit: Rob Tracy will need to report.
2. Capital Outlay: Questions about exhaust system. Robert (Mic) Borges is contacting Caterpillar and Ford with questions about warranty and back pressure. Exhaust cost approx. \$44,000. Painting building cost approx. \$7,500 and lighting \$8,000 to 10,000.
3. S.O.G. 200s-second reading. Chief and Oster will have them ready for next meeting.
4. Budget for FY 2016 & Salary Recommendations-action item (**attached**) Wage increases, adding assistant chief position, two new EMT/FF positions and removing the part time EMT. New job description for Paid EMT/Firefighter draft handed out (**attached**) discussion. Brodie Verworn would like the board to consider merit raises. (Leivo 1st, Patton 2nd) all in favor, Oster Abstained. Chief Loeffler recommended changes go into effect August 1st 2015, Board had no dissent.

New business items:

Motion to adjourn the meeting (Leivo 1st, Oster 2nd) all in favor, no opposed.

Meeting adjourned at 19:45

Minutes Approved:  _____, Chairman

 _____, Recorder

BIGFORK FIRE DISTRICT TRUSTEE AGENDA – 7/15/2015

- General Public Comment
- Fire Dept. Association Report – 4th of July
- Review/Approval of meeting minutes June 17, 2015
- Review/Approval of next month's Purchase Orders
- Review Reconciliation of Financial Statements and Bills Paid
- Fire Chief Report
- Old Business
 1. Facility lighting audit
 - ~~2. S.O.G. 200's – Second reading~~
 3. Budget for FY 2016 – action item
- New Business

1) Gloves – did not order from Kame

2) AUDIT DIFFERENCE –
\$4000.00 GASB - 12/5/2014
PART OF AUDIT CONTRACT.

3) SLADE HOUSE - BILL.

4)



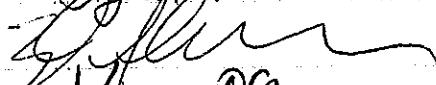


BIGFORK FIRE DEPARTMENT

Originated by W LOEFELER

JUL 15 2015

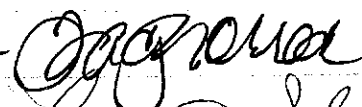
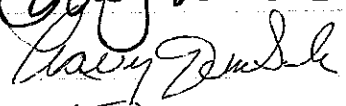

Approved By
Chief WL Date 7/14/15
Trustee ZH Date 7/14/15

7-15-15

Signature

Christy OBA



Last
Anderson
Oster
Patton
Leiro
Borges
Loeffler

First
Zack Chairman
Kristy Vice-Chairman
Jeremy Sec/Treas
Lee Trustee
Mick Trustee
Wayne ~~Trustee~~ Chief

Tracy Nored Guest 
Tracy Gembala Guest 
Brodie Kernorn Guest 

Bigfork Fire District Trustee Meeting

Minutes June 17, 2015

Opened at 18:30

Trustees present: Zack Anderson, Kristy Oster, Jeremy Patton, Lee Leivo, and Robert "Mick" Borges

Present was: Chief Wayne Loeffler, Tracy Norred, Mike Shea, Tracey Gembala, Timothy Byrd, and Robert Denning

General Public Comment: Question if Mick was still on the Board and why. Reply was that yes he is and the Board will handle this.

New Business:

1. Presentation of Audit report for FY 2013 & FY 2014 by Denning Downey & Associates. Cost for next 2 year audit -- \$20,800, a 3% increase over 2 yrs.

The rest of New Business was continued after Old Business.

Review/Approval of the meeting minutes for May 20, 2015 (Oster 1st, Leivo 2nd) all in favor, no opposed.

Review/ Approval of the Workshop meeting minutes for May 29, 2015 (Oster 1st, Leivo 2nd) all in favor, no opposed.

Review/Approval of Special meeting minutes for June 8, 2015 (Oster 1st, Leivo 2nd) all in favor, no opposed.

Review /Approval of Workshop meeting minutes June 8, 2015 (Leivo 1st, Oster 2nd) all in favor, no opposed.

Review/Approval of next month's Purchase Orders: Comment on pricing of gloves. Chief said that he will find out why the difference in pricing. Motion to approve the PO's presented (Oster 1st, Leivo 2nd) all in favor, no opposed.

Review reconciliation of Financial Statements and Bills Paid:

- **Profit & Loss:**
- **Expense by Vendor:** Question about why was there an overage on the audit company's expense. Chief said he believes there was something paid out of that account prior to paying the audit company. He said he will check to see what it was. There was also a question about paying Robin mileage for CPR training. Chief stated that it is for her travel to West Glacier to receive instruction on CPR classes.

Fire Chief Report: See attached report

BIGFORK FIRE DEPARTMENT

Originated by J. PATTON

JUL 15 2015

Approved By
Chief WL Date 7/14/15
Trustee JA Date 7/14/15

Old Business:

1. Lighting Audit—Chief said it is on hold but we were given a LED ballast to try in the hall.
2. S.O.G. 200's—Chief said that he and Kristy Oster will continue to work on the 200's depending on the outcome of the budget.
3. Budget for FY 2016—Board decided to table until more information is gathered.

New Business Continued:

2. Resignation of Office Manager Vicky Christ. Motion to accept the resignation (Oster 1st, Leivo 2nd) all in favor, no opposed.
3. Chief would like to find a part time office manager and would like to advertise the position. The Board agreed that he should proceed with finding someone to fill that position.

Additional Public Comments: Comments on how someone is notified that they are on probation. There were comments on posting of SOG's. There were also comments about certain members feeling that they are being "shut down" or ignored about certain issues.

Motion to adjourn (Leivo 1st, Oster 2nd) all in favor, no opposed.

Meeting adjourned at: 20:40

PO Approval
July 15, 2015

PASS^{ed}

<u>PO #</u>	<u>Vendor</u>	<u>Item(s)</u>	<u>Line Item</u>	<u>Cost per item</u>	<u>Total Cost</u>
7133	KRMC Marterials	Adult Cannula	EMS Supplies	\$0.38	\$19.00
		Electrodes	EMS Supplies	\$5.43/pkg	\$54.30
		Alcohol Prep	EMS Supplies	\$1.65/bx	\$4.95
		Gravity IV	EMS Supplies	\$3.70	\$74.00
		4x4 guaze pad	EMS Supplies	\$1.56/bx	\$7.80
		2x2 gauze pad	EMS Supplies	\$2.68/bx	\$13.40
		IV prep kits	EMS Supplies	\$0.88	\$88.00
		Saline lock ext.	EMS Supplies	\$1.87	\$187.00
		IV Cath 24g	EMS Supplies	\$1.81	\$18.10
		IV Cath 22g	EMS Supplies	\$1.81	\$18.10
		PREFILL 10cc	EMS Supplies	\$42.63/bx	<u>\$85.26</u>
					\$569.91
7134	KRMC Pharmacy	50% Dextrose	EMS Supplies	\$8.64	\$17.28
		Diphenhydramine	EMS Supplies	\$0.96	\$5.40
		Oxytocin	EMS Supplies	\$0.76	\$3.04
		Valium	EMS Supplies	\$11.04	<u>\$22.08</u>
					\$47.80

BIGFORK FIRE DEPARTMENT

Originated by W LOEFFLER

JUL 15 2015

Approved By
Chief W Date 7/15/15
Trustee Z A Date 7/15/15

Bigfork Fire District
Balance Sheet
As of June 30, 2015

	Jun 30, 15
ASSETS	
Current Assets	
Checking/Savings	
101000 · CASH ALL FUNDS	
1010001 · GENERAL FUND	
1010011 · General-Glacier Bank - County	442,273.39
1011001 · General-Retirement Savings	305.34
Total 1010001 · GENERAL FUND	442,578.73
1020000 · RESTRICTED CASH	
1020003 · Ralph Barton Trust Fund-Flathead	32,256.11
Total 1020000 · RESTRICTED CASH	32,256.11
101000 · CASH ALL FUNDS - Other	-155.58
Total 101000 · CASH ALL FUNDS	474,679.26
Total Checking/Savings	474,679.26
Accounts Receivable	
110000 · TAXES RECEIVABLE	
1100021 · Lake County Taxes Receivable	24,447.81
1100011 · Flathead county Taxes receivable	146,391.29
110000 · TAXES RECEIVABLE - Other	-170,839.10
Total 110000 · TAXES RECEIVABLE	0.00
Total Accounts Receivable	0.00
Other Current Assets	
122020 · Accounts Receivable-Fire 3rdPar	17,518.35
122010 · Accounts Receivable-EMS 3rd Par	220,131.59
170001 Payroll Tax Overpayment	-230.00
Total Other Current Assets	237,419.94
Total Current Assets	712,099.20
Fixed Assets	
180000 · CAPITAL ASSETS-ALL FUNDS	
1800001 · GENERAL FUND	
1820001 · Building	1,095.68
1860001 · Equipment-Fixed Assets	1,879,303.88
Total 1800001 · GENERAL FUND	1,880,399.56
180000 · CAPITAL ASSETS-ALL FUNDS - Other	163,680.00
Total 180000 · CAPITAL ASSETS-ALL FUNDS	2,044,079.56
Total Fixed Assets	2,044,079.56
TOTAL ASSETS	2,756,178.76

BIGFORK FIRE DEPARTMENT

Originated by C. Wood

JUL 15 2015

LIABILITIES & EQUITY
Liabilities
 Current Liabilities
 Other Current Liabilities

Approved By
Chief he Date 7/12/15
Trustee ZA Date 7/14/15

Bigfork Fire District
Balance Sheet
As of June 30, 2015

	<u>Jun 30, 15</u>
206130 · ACCRUED PAYROLL PAYABLE	
2061311 · Payroll-SWHMT	-549.00
2061321 · Payroll - UI	19.42
Total 206130 · ACCRUED PAYROLL PAYABLE	-529.58
2230001 · Deferred Income-Revenues	235,545.81
Total Other Current Liabilities	235,016.23
Total Current Liabilities	235,016.23
Total Liabilities	235,016.23
Equity	
271000 · Retained Earnings	797,595.41
1 · General fund	107,692.33
2 · Fire Dept Contribution Fund	11,938.14
3 · Ralph Barton Trust Fund	34,598.21
9500 · GFAAG ACCOUNT GROUP	1,879,303.88
Net Income	-309,965.44
Total Equity	2,521,162.53
TOTAL LIABILITIES & EQUITY	2,756,178.76

Bigfork Fire District
Profit & Loss Budget vs. Actual
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	% of Budget
Ordinary Income/Expense			
Income			
31 · TAXES/ASSESSMENTS			
310005 · EMS Levy Lake County	2,500.00	2,500.00	100.0%
310001 · Flathead County Taxes	260,174.40	292,804.00	88.9%
310002 · Lake County Taxes	69,436.83	88,974.00	78.0%
310004 · EMS Levy Flathead County	17,064.00	25,000.00	68.3%
Total 31 · TAXES/ASSESSMENTS	349,175.23	409,278.00	85.3%
33 · INTERGOVERNMENTAL			
335230 · Entitlement	20,934.96	33,475.00	62.5%
331000 · Income - Federal Grants	0.00	0.00	0.0%
335050 · State Ins. Yearly Refund	300.00	300.00	100.0%
337000 · Income - Local Grants	1,833.33	0.00	100.0%
Total 33 · INTERGOVERNMENTAL	23,068.29	33,775.00	68.3%
34 · CHARGES FOR SERVICES			
342056 · EMS Mutual Aid Income	300.00		
342055 · EMS Billing Income	279,539.97	225,000.00	124.2%
342054 · EMS Class Income	2,420.00		
342020 · FIRE PROTECTION			
342021 · Fire District Billing	8,593.75	5,000.00	171.9%
Total 342020 · FIRE PROTECTION	8,593.75	5,000.00	171.9%
Total 34 · CHARGES FOR SERVICES	290,853.72	230,000.00	126.5%
36 · MISCELLANEOUS			
365015 · District Donations	2,500.00	3,500.00	71.4%
365010 · Reflective Sign Orders	740.00		
365008 · FOBF Donations	60,248.82		
362015 · Refunds	134.48		
362000 · Tshirt & Hat Sales	2,740.95		
362002 · Pop Machine	233.10		
362007 · Other Income -General	611.51	500.00	122.3%
362012 · Savings Interest	0.07		
365000 · Membership Donations	9,971.19	6,500.00	153.4%
365001 · Memorial Donations	2,588.79		
Total 36 · MISCELLANEOUS	79,768.91	10,500.00	759.7%
37 · INVESTMENT & ROYALTY EARNINGS			
371009 · Insurance Claim Payment	421.25		
371002 · Insurance Dividends	3,772.30	300.00	1,257.4%
371003 · Interest Income	2,895.31	4,500.00	64.3%
371007 · Interest Income - Trust	122.33		
Total 37 · INVESTMENT & ROYALTY EARNINGS	7,211.19	4,800.00	150.2%
Total Income	750,077.34	688,353.00	109.0%
Expense			
420000 · PUBLIC SAFETY			
420700 · EMERGENCY SERVICES			
420710 · ADMINISTRATION			
300-2 · PURCHASED SERVICES			
390-3 · Mutual Aid Ambulance Service	2,250.00	600.00	375.0%
390-2 · Billing Service Refunds	2,330.14	10,000.00	23.3%
390-1 · Billing Service Fees	18,152.19	17,200.00	105.5%
360-2 · Ambulance Equipment Maintenance	15,804.53	15,000.00	105.4%
Total 300-2 · PURCHASED SERVICES	38,536.86	42,800.00	90.0%
200-2 · SUPPLIES			
220-2 · Medical Supplies	19,300.46	15,000.00	128.7%
231-2 · Fuel for Ambulance	10,330.90	13,800.00	50.0%
226-2 · EMS Personnel Supplies PPE	2,407.41	3,000.00	80.2%
Total 200-2 · SUPPLIES	32,038.77	31,000.00	103.4%

BIGFORK FIRE DEPARTMENT

Originated by Cindy Noneto 50%

JUL 15 2015 103.4%

Approved By
Chief AL Date 7/15/15 Page 1
Trustee ZF Date 7/15/15

Bigfork Fire District
Profit & Loss Budget vs. Actual
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	% of Budget
Total 420710 · ADMINISTRATION	70,575.63	73,800.00	95.6%
Total 420700 · EMERGENCY SERVICES	70,575.63	73,800.00	95.6%
420400 · FIRE PROTECTION & CONTROL			
420410 · ADMINISTRATION			
100 · PERSONNEL SERVICES			
110-1 · Salary & Wage Expenses	235,080.11	265,000.00	88.7%
130-4 · Retirement - Employer	3,962.01	5,000.00	79.2%
140-1 · Medical Insurance-Employer	29,602.79	30,500.00	97.1%
140-2 · Unemployment expense	1,744.67	2,000.00	87.2%
140-3 · Workmans Comp-State Fund	24,516.08	30,000.00	81.7%
140-4 · Comp FICA-MED & SS	19,053.24	19,000.00	100.3%
Total 100 · PERSONNEL SERVICES	313,958.90	351,500.00	89.3%
200-1 · SUPPLIES			
224-1 · Rehabilitation Expense	398.12	750.00	53.1%
220-1 · Operating Station Supplies	6,418.95	9,000.00	71.3%
210-1 · Office Expenses	12,256.59	15,000.00	81.7%
216-1 · Donations/Gifts	0.00	100.00	0.0%
223-1 · Membership Expenses	19,550.13	6,500.00	300.8%
226-1 · FIRE Personnel Supplies PPE	6,683.29	10,500.00	63.7%
231-1 · Fuel for Apparatus	6,215.78	10,000.00	62.2%
Total 200-1 · SUPPLIES	51,522.86	51,850.00	99.4%
300-1 · PURCHASED SERVICES			
340-2 · Propane	2,633.87	3,500.00	75.3%
331-1 · Real Estate/Landfill Taxes	90.73	100.00	90.7%
360-1 · Fire Equipment Maintenance	18,949.97	25,000.00	75.8%
310-1 · Radio Services	4,002.79	6,000.00	66.7%
335-1 · Merchant Bank Fees	1,153.80	1,500.00	76.9%
340-1 · Utilities	12,899.92	13,000.00	99.2%
345-1 · Telephone & DSL	5,340.60	6,000.00	89.0%
351-1 · Health & Wellness	1,077.50	5,000.00	21.6%
352-1 · Legal Services	2,482.50		
353-1 · Accounting & Auditing	24,830.00	20,200.00	122.9%
357-1 · Background Checks	679.70	3,000.00	22.7%
Total 300-1 · PURCHASED SERVICES	74,141.38	83,300.00	89.0%
500 · FIXED CHARGES			
513-1 · General Liability Insurance	19,810.00	19,400.00	102.1%
Total 500 · FIXED CHARGES	19,810.00	19,400.00	102.1%
900-1 · CAPITAL OUTLAY			
940-2 · New Ambulance	184,329.57	190,000.00	97.0%
920-2 · Building remodel	23,343.13		
940-1 · Machinery & Equipment	146,899.44	98,000.00	149.9%
900-1 · CAPITAL OUTLAY - Other	0.00	77,000.00	0.0%
Total 900-1 · CAPITAL OUTLAY	354,572.14	365,000.00	97.1%
Total 420410 · ADMINISTRATION	814,005.28	871,050.00	93.5%
Total 420400 · FIRE PROTECTION & CONTROL	814,005.28	871,050.00	93.5%
420430 · PERSONNEL TRAINING			
380-1 · Training	5,104.13	10,000.00	51.0%
Total 420430 · PERSONNEL TRAINING	5,104.13	10,000.00	51.0%
420440 · FIRE PREVENTION			
210-5 · Fire Prevention Supplies	3,569.81	3,500.00	102.0%
Total 420440 · FIRE PREVENTION	3,569.81	3,500.00	102.0%
420460 · FIRE SUPPRESSION			
100-1 · Volunteer Stipend			
105-1 · Pay Per Call/On Call Stipend	75,537.93	75,000.00	100.7%

Bigfork Fire District
Profit & Loss Budget vs. Actual
 July 2014 through June 2015

	Jul '14 - Jun 15	Budget	% of Budget
Total 100-1 · Volunteer Stipend	75,537.93	75,000.00	100.7%
205-1 · Recruiting	250.00	500.00	50.0%
Total 420460 · FIRE SUPPRESSION	75,787.93	75,500.00	100.4%
Total 420000 · PUBLIC SAFETY	969,042.78	1,033,850.00	93.7%
420490 · DEBT SERVICE			
600 · DEBT SERVICE			
620-2 · Interest of LTD-342 Loan	3,382.01		
610-2 · Principal of LTD-342 Loan	96,617.99		
600 · DEBT SERVICE - Other	0.00	100,000.00	0.0%
Total 600 · DEBT SERVICE	100,000.00	100,000.00	100.0%
Total 420490 · DEBT SERVICE	100,000.00	100,000.00	100.0%
Total Expense	1,069,042.78	1,133,850.00	94.3%
Net Ordinary Income	-318,965.44	-445,497.00	71.6%
Other Income/Expense			
Other Income			
38 · OTHER FINANCING SOURCES			
381072 · Proceeds sale of capital asset	9,000.00		
Total 38 · OTHER FINANCING SOURCES	9,000.00		
Total Other Income	9,000.00		
Net Other Income	9,000.00		
Net Income	-309,965.44	-445,497.00	69.6%

Bigfork Fire District
Expenses by Vendor Detail
June 2015

Type	Date	Memo	Amount	Balance
*BCarter Check	06/05/2015	PPC/On call - 3 calls	45.00	45.00
Total *BCarter			45.00	45.00
*COster Check	06/05/2015	PPC/On call - 3 shifts, 1 call	255.00	255.00
Total *COster			255.00	255.00
*DELwell Check	06/05/2015	PPC/On call - 2 calls & training	45.00	45.00
Total *DELwell			45.00	45.00
*JLarson Check	06/05/2015	PPC/On call - 4.2 shifts, 1 call	348.34	348.34
Total *JLarson			348.34	348.34
*JPatton Check	06/05/2015	PPC/On call - 19 calls & training	300.00	300.00
Total *JPatton			300.00	300.00
*KPatton Check	06/05/2015	PPC/On call - 3 calls & training	60.00	60.00
Total *KPatton			60.00	60.00
*LCampbell Check	06/05/2015	PPC/On call - 4 shifts, 7 calls	425.00	425.00
Total *LCampbell			425.00	425.00
*LKeohoe Check	06/05/2015	PPC/On call - April & May 3rd responder shifts	800.00	800.00
Total *LKeohoe			800.00	800.00
*MHodges Check	06/05/2015	PPC/On call - 4 shifts	320.00	320.00
Total *MHodges			320.00	320.00
*MShea Check	06/05/2015	PPC/On call - 3 calls	45.00	45.00

Originated by C. Ward
BIGFORK FIRE DEPARTMENT

JUL 15 2015

Approved By

Chief [Signature] Date 7/14/15 45.00
Trustee [Signature] Date 7/14/15 45.00

Bigfork Fire District
Expenses by Vendor Detail
 June 2015

Type	Date	Memo	Amount	Balance
Total *MShea			45.00	45.00
*RBoose				
Check	06/05/2015	PPC/On call - 2.4 shifts, 2 calls	216.68	216.68
Total *RBoose			216.68	216.68
*RBorges				
Check	06/05/2015	DC maintenance volunteer stipend	600.00	600.00
Check	06/05/2015	PPC/On call - 26 calls & training	405.00	1,005.00
Total *RBorges			1,005.00	1,005.00
*Sanderson				
Check	06/05/2015	PPC/On call - 17 calls & training	270.00	270.00
Total *Sanderson			270.00	270.00
*TGembala				
Check	06/05/2015	PPC/On call - 11 shifts	880.00	880.00
Check	06/05/2015	Administrative liaison stipend	400.00	1,280.00
Total *TGembala			1,280.00	1,280.00
Anderson Pump & Well Service				
Check	06/16/2015	Echo Lake Project-Well Work	6,028.32	6,028.32
Total Anderson Pump & Well Service			6,028.32	6,028.32
Bigfork High School				
Check	06/01/2015	Recruiting - 1 full page ad	175.00	175.00
Total Bigfork High School			175.00	175.00
Bigfork Water & Sewer				
Check	06/16/2015	Fire Hydrant Charge	246.00	246.00
Total Bigfork Water & Sewer			246.00	246.00
Blue Cross & Blue Shield of Montana				
Check	06/18/2015	06/01/2015--07-01-2015 Health Insurance	1,939.34	1,939.34
Total Blue Cross & Blue Shield of Montana			1,939.34	1,939.34
CenturyLink				
Check	06/01/2015	Bigfork	294.22	294.22
Check	06/01/2015	Echo Lake	49.08	343.30

Bigfork Fire District
Expenses by Vendor Detail
June 2015

Type	Date	Memo	Amount	Balance
Check	06/01/2015	Woods Bay	49.08	392.38
Total CenturyLink			392.38	392.38
Chrysler & Gordon CPAs PLLC				
Check	06/01/2015	Auditing fees for Friends of Bigfork Fire for FY 13 & FY 14 ...	195.00	195.00
Total Chrysler & Gordon CPAs PLLC			195.00	195.00
Double Deuce Towing, LLC				
Check	06/18/2015	#325 Towing to Slade Shop	125.00	125.00
Total Double Deuce Towing, LLC			125.00	125.00
First Bankcard				
Check	06/18/2015	Overlimit Fee Wayne Loeffler Card	39.00	39.00
Check	06/18/2015	Fuel Ferrdale Market- Tracey Gembala used Wayne's car...	29.95	68.95
Check	06/18/2015	One touch strips	39.73	108.68
Check	06/18/2015	Small Engine repair-Water Pump on 392	235.50	344.18
Check	06/18/2015	Associated Employers New Member Registration	700.00	1,044.18
Check	06/18/2015	FR2 AED battery	235.00	1,279.18
Check	06/18/2015	Paper clips, Post it, Logitech	37.48	1,316.66
Check	06/18/2015	FR2 AED Battery	245.00	1,561.66
Check	06/18/2015	2-FR2 Batteries	480.00	2,041.66
Check	06/18/2015	Family& Friends DVD-Thursday 18th Community Night	32.98	2,074.64
Check	06/18/2015	Family& Friends CPR Manuals -Thursday 18th Communit...	45.45	2,120.09
Check	06/18/2015	2012 NFPA 1142: Standard on Water supplies for Suburb...	49.00	2,169.09
Check	06/18/2015	361 Oil Change, 363 Oil Change	96.00	2,265.09
Check	06/18/2015	Glacier Steel-Metal for pump house Echo Lake Project	461.90	2,726.99
Total First Bankcard			2,726.99	2,726.99
Flathead County EMS				
Check	06/18/2015	Chad Oster V/IO Endorsment	30.00	30.00
Total Flathead County EMS			30.00	30.00
Flathead Electric Co-op Inc.				
Check	06/18/2015	Bigfork Power	283.00	283.00
Check	06/18/2015	Woodsbay Power	47.00	330.00
Check	06/18/2015	Echo Lake Power	50.00	380.00
Total Flathead Electric Co-op Inc.			380.00	380.00
J2 Office Products				

Bigfork Fire District
Expenses by Vendor Detail
 June 2015

Type	Date	Memo	Amount	Balance
Check	06/01/2015	Office - monthly printer maintenance fees	106.00	106.00
Total J2 Office Products				
KRMC				
Check	06/16/2015	April Medications, IV caths, Electrodes, Saline	1,367.81	1,367.81
Check	06/16/2015	BLS Course Robin Sticka	25.00	1,392.81
Total KRMC				
L.N. Curtis & Sons				
Check	06/01/2015	341 - 2 bleed valves, 2 male run tees	111.08	111.08
Check	06/18/2015	Heanet Kit-12	1,179.56	1,290.64
Check	06/18/2015	Pilot Blade-2	392.81	1,683.45
Check	06/18/2015	341-Male T	32.60	1,716.05
Total L.N. Curtis & Sons				
Life Assist				
Check	06/01/2015	Medical supplies - disposable bag masks, back raft, airwa...	1,215.35	1,215.35
Total Life Assist				
Montana Athletic Club				
Check	06/16/2015	Rob Tracy 14, John Larson 2 Dues-May 2015	20.00	20.00
Total Montana Athletic Club				
Montana State Fund				
Check	06/18/2015	2- of 10 Installment + Payroll report April 2015 additional	1,799.30	1,799.30
Total Montana State Fund				
Montana State University				
Check	06/18/2015	Resouce Center Membership Fee	185.00	185.00
Total Montana State University				
Napa Auto & Truck Parts				
Check	06/01/2015	FE maint. - air fittings	14.94	14.94
Total Napa Auto & Truck Parts				
Nelson Electric Inc.				
Check	06/01/2015	Building remodel - progressive billing for rough in at Echo L...	1,152.47	1,152.47
Total Nelson Electric Inc.				

Bigfork Fire District
Expenses by Vendor Detail
 June 2015

Type	Date	Memo	Amount	Balance
Northern Energy-Kalispell				
Check	06/01/2015	Propane - 56.1 gallons	109.75	109.75
Check	06/18/2015	Propane Echo Lake	79.00	188.75
Total Northern Energy-Kalispell				
Northwest Auto & Truck Repair				
Check	06/16/2015	325 Repair	702.08	702.08
Total Northwest Auto & Truck Repair				
NorthWestern Energy				
Check	06/18/2015	Bigfork Gas	32.67	32.67
Check	06/18/2015	Woodsbay Gas	32.89	65.56
Total NorthWestern Energy				
Occupational Health Services KRH				
Check	06/18/2015	Matt Scherre EMT/Firefighter Job Analysis	280.50	280.50
Check	06/18/2015	Matt Scherre-Physical Assessment, Testing	216.00	496.50
Total Occupational Health Services KRH				
Payne West Insurance				
Check	06/18/2015	Delete 03 Ford Amb and add 2015 Ambulance	276.00	276.00
Total Payne West Insurance				
Pettyjohns The Water Store				
Check	06/18/2015	Echo lake Project-Water	3,395.00	3,395.00
Total Pettyjohns The Water Store				
Pintler Billing Services				
Check	06/16/2015	May Billing Fees	1,917.38	1,917.38
Total Pintler Billing Services				
Republic Services #889				
Check	06/18/2015	June 2015-Garbage Pickup	61.91	61.91
Total Republic Services #889				
Rodney Schmidt				
Check	06/16/2015	Glucometer test Strips	62.73	62.73
Check	06/16/2015	Batteries for clucometer Amb #325	7.41	70.14

**Bigfork Fire District
Expenses by Vendor Detail
June 2015**

Type	Date	Memo	Amount	Balance
Total Rodney Schmidt			70.14	70.14
Singletree Enterprises				
Check	06/16/2015	Echo Lake Station	671.00	671.00
Total Singletree Enterprises			671.00	671.00
Silters				
Check	06/01/2015	Building remodel - materials and supplies to repair the wat...	1,250.24	1,250.24
Total Silters			1,250.24	1,250.24
Tracey Gembala				
Check	06/01/2015	Station supplies - reimbursement for purchase of tide & toi...	28.98	28.98
Total Tracey Gembala			28.98	28.98
Valley Ford, Inc.				
Check	06/16/2015	322 Oil Change	297.83	297.83
Total Valley Ford, Inc.			297.83	297.83
Verizon Wireless				
Check	06/01/2015	Mifi charges for April 22- May 21st	80.04	80.04
Total Verizon Wireless			80.04	80.04
Wayne E. Loeffler				
Check	06/16/2015	TP, Water, Gatorade, Polish sausage, hamburger buns, l...	180.25	180.25
Check	06/16/2015	2- I Pads 64 GB	1,077.98	1,258.23
Total Wayne E. Loeffler			1,258.23	1,258.23
WEX				
Check	06/16/2015	0496-00-179508-7	830.20	830.20
Check	06/16/2015	0496-00-179508-7	488.79	1,318.99
Total WEX			1,318.99	1,318.99
Woods Bay Water				
Check	06/16/2015	Woodbay Water	48.75	48.75
Total Woods Bay Water			48.75	48.75
TOTAL			37,382.35	37,382.35

Operational Report Period June 13 – July 10, 2015

<u>Strength</u>	<u>Personnel</u>
	The current Fire Department strength is as follows:
	2 Chief Officers
	4 Officers
	16 Firefighters (SCBA, Support staff, Engineers, EMS)
	5 Probationary Firefighters
	2 LOA
	2 MLOA
	5 PRN Paramedics
	2 Chaplains
	Total Strength 38

97-Stroke

Operations

Building fire	1
Forest or wildland fire	1
Brush or grass fire	2
Land Medical Helicopter	2
Emergency medical service	4
EMS call, excluding vehicle accident with injury	55
Vehicle accident with injures	5
Motor vehicle accident with no injuries	2
Public service	1
Dispatched and canceled en route	4
False Alarm or false call	1
Alarm system sounded, no fire, unintentional	2
Smoke detector activation, no fire	1
Unauthorized burn	<u>4</u>
	86

Bigfork Fire Department responded to 86 calls, up from 85 last reporting period.
 Bigfork Fire Department responded with an average of 3.37 firefighters, down from 3.46 at last reporting period.

Training

Driver Training (11) Foam Operations (9) ISO Water Delivery (13)
 Wild land Operations (9)

Injuries: 0
 Accidents: 322 hit deck on a house. Bent vent
 Fire Marshal: Hydrants, ISO

BIGFORK FIRE DEPARTMENT

Originated by WLOEFFLER

JUL 15 2015

Approved By
 Chief W Date 7/14/15
 Trustee ZH Date 7/14/15

Chief Report
Trustee meeting
July 15, 2015

- 1) New Emergency Response program began. Last minute training!!!!
- 2) 4th of July parade and barbeque. Very successful.
- 3) ISO delivery, completed in June. Putting together different water sources of 30,000 gallons within fire district or close to district line.
- 4) Jewel Basin Fire
 - A. Paid \$2607.61 for 332, 381,392.
 - B. Individuals will be paid separately for their time.

FLATHEAD COUNTY BUDGET ESTIMATES FY 2016

FUND NAME: BIGFORK FIRE

FUND NUMBER: 7205

	Prior Year Budget FY15	Dept Request	Final Budget FY16
NON-TAX REVENUE			
Billing Income	\$ 230,000	\$ 230,000	
Donations	3,500	3,500	
EMS-Flathead County	25,000	25,000	
EMS-Lake County	2,500	2,500	
Entitlement-Flathead County	27,913	27,913	
Entitlement-Lake County	5,562	5,562	
Insurance Dividends	300	300	
Interest Revenue	4,500	4,500	
Membership Donations	6,500	6,500	
Other Income	500	500	
State Insurance Refund	300	300	
Total Non-Tax Revenue	\$ 306,575	\$ 306,575	
TAX REVENUE			
	<u>Mill Levy</u>		
Flathead Co Tax/Assessment Revenue =	14.99	\$ 292,804	\$ 292,804
Flathead Co 2014 Taxable Value =	19,538,548		
Lake Co Tax/Assessment Revenue =	13.23	\$ 88,974	\$ 88,974
Lake Co 2014 Taxable Value =	6,727,009		
Total Tax Revenue		\$ 381,778	\$ 381,778
TOTAL REVENUE		\$ 688,353	\$ 688,353
OTHER RESOURCES			
Cash available @ June 30th		\$ 788,418	\$ 400,000
Lake Co Cash Available @ June 30th		7,156	
Less outstanding warrants @ June 30th		10,033	10,000
Total Other Resources		\$ 785,540	\$ 390,000
TOTAL RESOURCES		\$ 1,473,893	\$ 1,078,353

BIGFORK FIRE DEPARTMENT

Originated by J PATTON / W LOUPE

JUL 15 2015

Approved By

Chief W Date 7/14/2015
Trustee ZH Date 7/14/15

FLATHEAD COUNTY BUDGET ESTIMATES FY 2016

FUND NAME: BIGFORK FIRE

FUND NUMBER: 7205

	Prior Year Budget FY15	Dept Request	Final Budget FY16
MAINTENANCE & OPERATION EXPENDITURES			
342 Loan Pay	\$ 100,000	\$ 100,000	
Accounting & Auditing	20,200	10,000	
Ambulance Equipment Maint	15,000	20,000	
Background Checks	3,000	1,000	
Billing Service Fess (8% of collections to billing co)	17,200	17,200	
Billing Service Refunds	10,000	6,000	
Compensated Absences	20,000	20,000	
Donations/Gifts	100	100	
EMS Personnel Supplies PPE	3,000	3,000	
FICA	19,000	24,000	
Fire Equipment Maint	25,000	25,000	
FIRE Personnel Supplies PPE	10,500	10,500	
Food-District Rehabilitation Expenses	750	750	
Fuel for Ambulance	13,000	11,000	
Fuel for Apparatus	10,000	8,500	
General Liability Insurance	19,400	19,534	
Health & Wellness	5,000	9,000	
Medical Insurance	30,500	50,000	
Medical Supplies	15,000	18,000	
Membership Fund Expenses	6,500	6,500	
Merchant Bank Fees	1,500	1,500	
MT Mutual Aid	600	600	
Office Expenses	15,000	10,000	
Operation Station Supplies	9,000	8,000	
Operation Station Maintenance	3,500	3,500	
Propane	3,500	3,500	
Radio Services	6,000	6,000	
Real Estate/Landfill Taxes	100	100	
Recruiting	500	500	
Retirement	5,000	12,500	
Salary & Wages	245,000	316,000	
Telephone & DSL	6,000	6,000	
Training	10,000	7,000	
Unemployment Expense	2,000	1,100	
Utilities	13,000	13,000	
Volunteer Stipend	75,000	-	
Workmans Comp	30,000	22,000	
Total Maintenance & Operation Expenditures	\$ 768,850	\$ 771,384	
CAPITAL OUTLAY			
Department Equipment	\$ 365,000	\$ 45,000	
Total Capital Outlay	\$ 365,000	\$ 45,000	
TOTAL EXPENDITURES	\$ 1,133,850	\$ 816,384	
CASH RESERVE (Flathead Co & Lake County)	\$ 340,043	\$ 261,969	

AUTHORIZED SIGNATURE: _____

AS of July 1, 2015

Scenario 1 - 100% ALS

Salary Recommendations:

Recommendations:	Current Rate	Hours	Current Salary	Increase	Annual Increase	New Rate	Annual Salary
Chief	\$18.57	2080	\$38,627.26	1.00%	\$386.27	\$18.76	\$39,013.53
Assistant Chief	\$10.00	1664	\$16,640.00				\$16,640.00
Office/Medical Billing	\$18.00	2080					\$37,440.00
FF/Paramedic EMS Director	\$14.79	2496	\$36,915.84	1.00%	\$369.16	\$14.94	\$37,285.00
FF/EMT Fire Division	\$11.11	2496	\$27,730.56	1.00%	\$277.31	\$11.22	\$28,007.87
FF/Paramedic	\$13.26	2496	\$33,096.96	1.00%	\$330.97	\$13.39	\$33,427.93
EMT B/FF (New)		2496				\$10.00	\$24,960.00
EMT B/FF (New)		2496				\$10.00	\$24,960.00
PRN 1	\$13.26			1.00%		\$13.39	
PRN 2	\$13.00			1.00%		\$13.13	
PRN 3	\$13.00			1.00%		\$13.13	
PRN 4	\$13.26			1.00%		\$13.39	
PRN 5	\$13.00			1.00%		\$13.13	

26 PRN Shifts/Month

9 PRN EMT/FF Shifts/Month

Pay per call

\$16.10							\$50,132.16
						\$97.00	\$10,476.00
						Est.535 calls	\$8,613.50
						Subtotal	\$310,955.99

Health Insurance

Current health plan has 3 enrollees, this amount includes 4 extra positions at the current health plan rates

\$46,100.88

Workman's compensation

FICA .0765

Unemployment .35%

Retirement Contribution 4%

\$21,766.92
 \$23,788.13
 \$1,088.35
 \$12,438.24
Grand Total \$416,138.50

SIGFORK FIRE DEPARTMENT

Originated by W. Lopez / J. Patton

JUL 15 2015

Approved By

Chief [Signature] Date 7/14/15

Trustee [Signature] Date 7/14/15

PAID EMT/FIREFIGHTER Duties Per: DRAFT

Bigfork Fire Department

Adopted:

PURPOSE

It's the level of organization that mitigates incidents and who are management's first concern. EMT's and Fire Fighters are the most essential resource positions needed for the safe, efficient and effective response to emergency incidents under the National Incident Management System (NIMS).

SUPERVISION RECEIVED

Works directly for EMS Captain.

ESSENTIAL DUTIES, RESPONSIBILITIES, SKILLS, & ABILITIES

1. Must make good decisions and show good judgment in implementing assigned tasks and objectives with given direction and guidelines during emergency and non-emergency situations.
2. Implements safe, effective and efficient tactics based on identified strategies of emergency medical situations, extrication, and various kinds of emergency incident mitigation.
3. Implements laying hose lines, directing water streams, placing ladders, ventilating buildings, rescuing persons, effecting salvage operations and various other fire ground emergency scene evolutions and tactics.
4. Follows established Handbook policies, rules, and standard operating guidelines (SOG's) in performing activities to ensure that conduct and performance conform to Bigfork Fire standards.
5. Carries out duties in conformance with Federal, State, County laws and regulations and protocols within the scope of practice.
6. Responds to alarms received, assumes command in the absence of superior officers or senior members and may direct civilians and work together with other firefighters/EMT's pending arrival of a senior member.
7. Participates in attending and receiving departmental in-service training activities and participates in business meetings.
8. Responsible for the care, condition, and use of apparatus, equipment, tools, and materials of Bigfork Fire Department.
9. Must be certified as an EMT and Fire Fighter I or equivalent.
10. Ability to communicate effectively; and receives and implements verbal and written instructions.
11. Ability to establish and maintain effective working relationships with other employees, supervisors, the public and mutual aid agencies.
12. Must be able to wear and work in fire department breathing apparatus for fire suppression operational assignments.

PERIPHERAL DUTIES

1. Attends conferences and meetings to keep abreast of current trends in the field; represents Bigfork Fire Department in a variety of local, county, state and other meetings.

PAID EMT/FIREFIGHTER Duties Per: DRAFT

Bigfork Fire Department

Adopted:

2. Coordinates activities with other Bigfork EMT's, Fire Fighters and exchanges information with EMT/Firefighters in other departments.
3. Maintains contact with general public, department officers and other government officials in the performance of EMS/fire department activities.
4. If applicable, must document and provide a witness statement for incident reports, fills out log books when using apparatus.
5. Participates in prevention and education activities in our community including assisting to display department apparatus at community events, participating in local school programs and various civic meetings and functions.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from high school or GED equivalent.
2. Has an interest in developing Fire and EMS technical skills.

SPECIAL REQUIREMENTS

1. Must be eighteen (18) years of age or older at time of hire.
2. Possesses valid operator's driver's license from the State of Montana at the time of hire or if out of state within two (2) months of hire for non-commercial license.
3. No felony convictions or disqualifying criminal histories within the past 4 years.
4. Ability to read and write the English language.
5. Must possess a current Montana State License and a current National Registry EMT license.
6. Must possess a current Fire Fighter I certificate or equivalent certificate ie: Flathead County Fire Fighter Course.
7. Completed course work for NWCG I-100 and 200.
8. Completed course work NWCG S-130 and 190 wild land.
9. Completed course work for Hazardous Materials First Responder Operations (CFR 1910-120).

TOOLS AND EQUIPMENT USED

Proficiency in the use of Fire and Rescue apparatus, fire pumps, standard fire fighting equipment, ambulance, medical equipment and communications equipment.

PHYSICAL DEMANDS

The physical demands of this position require that an EMT/Firefighter has the ability to perform work that requires good physical condition; the work expected is performed at the arduous level at times. While performing the duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to handle or operate tools or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, lift,

PAID EMT/FIREFIGHTER Duties Per: DRAFT

Bigfork Fire Department

Adopted:

must frequently move up to 50 pounds and occasionally moves up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an EMT/Firefighter encounters while performing the essential functions of this job. An EMT/Firefighter responds to emergency situations that entail exposure to dangerous and disagreeable conditions involving smoke, heights, stress, hazardous materials, communicable diseases, fumes, heat, cold, water, emergency driving, etc. Occasional long shifts or assignments on incidents may occur. Work is also performed in office, vehicle, outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. A EMT/Firefighter occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and various noise levels. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES

The EMT/Firefighter position will be filled upon the review and recommendations of Bigfork Fire Department Officers with final approval by the Chief.

NOTE: The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved By Wayne Loeffler
Wayne Loeffler - Chief

July 15, 2015
Date